### Barcode Labels and Coding Student Demographic Information



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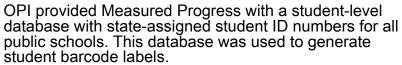
### **Barcode Labels**

(TC Manual: p. 26-30)

Type of School	Barcode Label Required	Student data obtained via
Public	YES	AIMS system
Residential Treatment Facilities	YES	AIMS system
Private Accredited Schools	YES	AIMS system
Private Non- Accredited and Home-schooled Students	NO	Coding pages 1 & 2 on SRB

## Barcode Labels: Data Collected before Testing

- Student Name
- Student Local ID, optional
- · State Student ID Number
- School Code
- Birth Date
- Gender
- Ethnicity
- Program Information
- · Special Education Disability Codes
- Alternate Assessment





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Any student not registered during the January Assessment Registration Collection or who has changed schools after the January collection date will not have a label. Bubbling instructions for these students may be found on pages 26-30 of your TC Manual

Schools will receive student labels sorted by grade, by teacher or testing group (if the information was provided to OPI in January), and by student in alphabetical order.

**Example of Student Label:** 

LastName, FirstName Grade:

Barcode Student ID

Teacher:
School Name DisCode SchCode

### **Coding Before Testing**

To be coded by students—before testing begins

• Page 1, Box C: Form Number

TI	EACHER NAME:
c	FORM (COVER OF TEST BOOKLET)
	(Required at time of testing)
	(1)(2)(3)(4)(5)(6)(7)(8)

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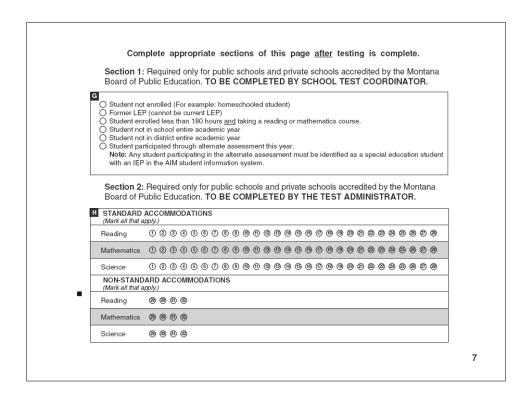
# Coding After Testing: For Public and Private Accredited Schools and Treatment Centers (by school personnel, if applicable)

### **CRT-Alternate:**

✓ Transfer scores on pages 15, 16 & 17 for grades 4, 8 and 10, and on pages 13 & 14 for grades 3, 5, 6 and 7, and place test booklet, student evidence, and answer document (SRB) in envelope labeled "For return of CRT-Alternate test materials"

### CRT:

- · Page 2, Section 1: Student Information
- Page 2, Section 2: Accommodations



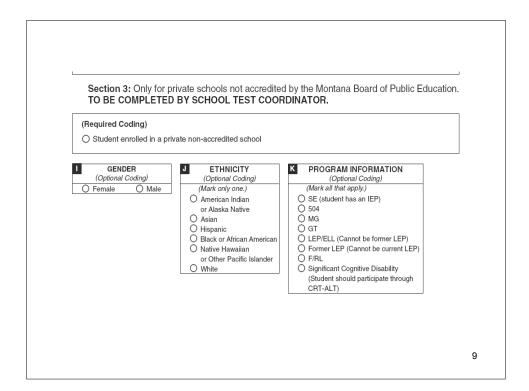
# Coding After Testing: For Students in Private Non-Accredited Schools

### CRT:

Page 2, Section 3: ALL Boxes, if applicable

### **CRT-Alternate:**

✓ Transfer scores on pages 15, 16 & 17 for grades taking science tests, and on pages 13 & 14 for grades not taking science tests, and place test booklet, student evidence, and answer document (SRB) in envelope labeled "For return of CRT-Alternate test materials"



### Coding After Testing: For Home-Schooled Students

Home-schooled students will not have a barcode label, therefore, code the following:

### CRT:

- Page 2, Section 1: Code "Student Not Enrolled"
- Page 2, Section 3: ALL Boxes, if applicable

### CRT-Alternate:

✓ Transfer scores on pages 15, 16 & 17 for grades taking the science tests, and on pages 13 & 14 for those grades not taking the science tests, and place test booklet, student evidence, and answer document (SRB) in envelope labeled "For return of CRT-Alternate test materials"

### Barcodes: What to do when a...



- new student arrives:
  - Please consult the barcode/coding table on pages 26-30 and Appendix C in the *Test Coordinator's Manual*.
- student withdraws:
  - In schools that have barcode labels for students, place the barcode label on the "Voided Barcode Label" form.
- student in a public school moves from one school within the system to another:
  - Contact Judy Snow at OPI, 444-3656 jsnow@mt.gov

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### Form for Voided Barcode Labels

#### MontCAS, Phase 2 CRT FORM FOR VOIDED BARCODE LABELS

- 1. Place each student's voided barcode label in the designated area on this form.
- Listed next to the voided barcode label are reasons for voiding the student barcode label. Please <u>check</u> the reason next to the voided label.
  It the reason is not listed please document in the space labeled "other."
- Return this form to Measured Progress "loose" with your answer document envelopes in the "Return of used Answer Documents" box For more packing information please see page XX of your 2008 Test Coordinator's Manual.

If you should have any questions regarding student testing, please contact Judy Snow, State Assessment Director, at (406) 444-3656 or jsnow@state.mt.us



# Student Response Booklet - "State Use Only"

### SYSTEM / SCHOOL

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© ®
© (D
© ®
© ®

### STATE USE ONLY

21. (8) (8) (9) 22. (8) (8) (9) 23. (8) (8) (9)